

Key Process Statement

Student Absence

Last Modified January 2018

Purpose

This key process is designed to maximise student attendance and facilitate the development of conditions for rigorous learning and positive achievement for all students. Attendance is paramount to children achieving success in their learning and the development of social competencies. This process is underpinned by South Australian legislation and the DECD attendance guideline and policies.

Process

- Students who arrive before 9am go straight to class and classroom teachers mark the roll accordingly, anything after 9:15am students must report to Front Office to complete sign in process.
- Students leaving early report to Front office and complete sign out process.
- Student attendance for each day is recorded using LearnLink, applying EDSAS absence codes.
- Classroom teacher is responsible for collecting and recording reasons for student absence, via parent correspondence.
- Students with exemplary attendance of 100%, and excellent attendance of 97% or above receive an award each semester.
- Deputy Principal sends out weekly attendance rate emails as a reminder for classroom teachers to follow up attendance.
- After three days of consecutive absence classroom teacher contacts parent/caregiver via telephone seeking explanation and documentation (if ill) then completes a non-attendance form which is passed onto the Deputy Principal if no contact is made.
- After five days of absence the Deputy Principal is notified and a Nicolson Avenue Primary School Attendance Letter 1 (Appendix 1) is posted to the parent/caregiver(s). The non-attendance form is completed.
- After seven days of absence the Nicolson Avenue Primary School Attendance Letter 2 (Appendix 2) is posted to the student's parent/caregiver(s). The non-attendance form is completed.
- After ten days of absence a home visit is conducted (following a risk assessment process) by two staff members to sight the student, and seek an explanation for absences and discuss possible strategies to re-engage the student at school. The non-attendance form is completed.
- After ten days of absence where no contact from student or parents has been made, a Child Abuse Report Line notification is made by the Classroom teacher and is repeated weekly whilst non-attendance persists. The non-attendance form is completed and eCARL documentation given to Principal.
- When a student's attendance rate falls below 85% an Attendance Rate Letter (Appendix 3) is posted to the student's parent/caregiver(s). The non-attendance form is completed.
- After all steps are followed with no improvement of student attendance a Record of Conversation (ROC) is conducted by the Deputy Principal with the sites attendance officer.

Roles and Responsibilities:

Principal:

- Oversee this Key Process and undertake annual reviews of its operation.
- Organise certificates for exemplary and excellent attendance.

Deputy Principal:

- Send weekly attendance data to staff
- Support classroom teachers in attendance follow up.
- Oversee attendance for each student in the school.
- Have strategies in place to assist classroom teacher in re-engaging students with chronic non-attendance.
- Referral to outside agencies where required.
- Conduct home visits when necessary.

NAPS Staff:

- Keep accurate records of student attendance.
- Follow organisational procedure of Attendance Key Process.
- Keep accurate documentation of steps taken.
- Notify Deputy Principal at appropriate stages.
- Inform students of their attendance rate so they can be held accountable.

Students & Parents:

- Attend school each day.
- Provide diary note explaining student absences.
- Provide a medical certificate for 3 or more days absent with illness.
- Make contact with school to notify of extended absences and complete a school exemption form.